



WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION

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WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION 2005 SUSTAINABILITY PRACTICES PLAN AND STATUS REPORT

The Washington State Criminal Justice Training Commission (WSCJTC) has reviewed its Sustainability Practices Plan and Status Report for 2004. As a result of a reorganization of the agency that took place during the past year and the Governor's GMAP process, the WSCJTC will make some alterations to the plan and note those below as part of the annual update.

At this time, the WSCJTC can point to many successes in the area of Sustainability with many more projects being pursued now and in the months to follow.

- A 1996 light truck was removed from service, leaving the agency with one. The retained truck is used less than 2000 miles per year, which is still acceptable under the guidelines.
- During this past year a forklift, Genie lift, and two John Deere Gators were purchased, all of which run on alternative fuel.
- Two hybrid vehicles were purchased with plans to rotate out existing vehicles with hybrids over the next few years.
- Janitorial paper products are 80% recycled paper.
- Copy paper is 100% recycled paper.
- Energy surveys are in progress to ensure that the WSCJTC is as energy efficient as possible. With those results, plans will be made to address problem areas when they are received.
- Heating and cooling times have been reduced to save energy.
- Irrigation of the grounds has been closely monitored to reduce water usage.
- Additional touch-less faucets have been installed.
- Nine HVAC units have been changed to 90% or better efficiency.
- All chemicals are environmentally friendly.
- Phase I of the WSCJTC's landscaping is complete. Phase I enhanced the agency's curb appeal and included replacing the lava rock with bark, the installation of a sprinkler system, and the planting of more appropriate draught-tolerant vegetation.
- A plan for maintenance of all vehicles has been established, which will enable the WSCJTC to keep them efficient and utilize a minimum amount of resources necessary to keep them operational.

- The WSCJTC has an electronic software package, which allows the agency to request maintenance repairs and technology support via the Internet. The system allows the WSCJTC to develop reports that will provide information on problem areas and the amount of resources used. The second part of the software package allows the WSCJTC to perform preventive maintenance work and to track it electronically, thereby, ensuring that all tasks are performed as per the manufacturers' maintenance schedules.
- Several classes have been conducted at the WSCJTC to ensure that staff members are aware of safety and health issues to include: CPR, First Aid, Emergency Plan updates and training, Road Safety Training, and so on.
- The WSCJTC is working on a plan to minimize the amount of paper used. The goal is to be virtually paperless, on a daily basis, within the next few years.
- The WSCJTC has pursued creating and providing Internet training, which will help to use resources wisely.
- E-mail remains a primary source of communication, internally and externally, reducing the amount of paper used by the WSCJTC.
- Student packets are no longer sent by mail to agencies. Student packets are now e-mailed or downloaded from the WSCJTC's website.
- Two statewide agency surveys were conducted electronically. The surveys were e-mailed, so no paper was used in the data collection process.
- The Safety Committee continues to meet monthly to discuss safety issues. All injuries/accidents are reviewed and discussed at the meetings.
- The Emergency Plan was recently updated and redundancies and repetition of information were eliminated, which made the plan more efficient for staff members and students.

In light of NIMS requirements, the Emergency Plan will be reviewed to ensure the agency is NIMS compliant.

- Routinely, cardio classes were held in the gym for staff members and students.
- On-line registration was made available for agencies, which will help reduce the number of paper applications received by the WSCJTC in the future.
- Academy student material was recycled to decrease the use of paper. Students were issued a CD of the material to take back to their agencies at graduation. The manuals were used repeatedly throughout the training year without the need to print a new batch of for each session.
- Poster paper and easel paper was recycled for each class session.
- Staff members separated office garbage for recycling and refuse collection.
- Classroom equipment was placed on stand-by or automatically cycled off to save energy.
- Classroom lights were always turned off unless occupied.

As to future efforts, the WSCJTC will be looking at using GMAP as a way to keep Sustainability in the forefront of agency plans and discussions. The internal committee

structure will be modified due to the reorganization of the agency. Fewer committees and reports will be in place due to the GMAP process and the Strategic Plan.